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SUBJECT: (Optional)

FROM: Acting Director of Personnel 5 E 58 HQ		EXTENSION	NO.
			DATE _20 July 76_

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Acting Deputy Director for Administration				During your Saturday meeting with Mr. Blake, Mr. Janney and me, we discussed a number of personnel subjects which resulted in your request for position papers and certain action memoranda on the following topics:
2.				
3. Acting Deputy Director of Central Intelligence				A. Monitoring of Management and Advanced Training Candidates;
4.				
5. Director of Central Intelligence				B. Establishment of Secretarial and Clerical Career Service Panels;
6.				C. Uniformity of Promotion Systems
7.				D. Promotions, Flow-Through, and Separations; and
8.				E. Advancement Opportunities for Specialists.
9.				Attached herewith are papers addressing the first four topics in the context of our understanding of the particular emphasis which you expressed in the course of our discussions. Each of the papers includes certain recommendations for your consideration.
10.				A paper dealing with Topic E will be submitted soon.
11.				If you approve the recommendations, we shall move to implement them. As some of the recommendations would involve significant changes of policy, we are prepared to discuss them further, should you desire.
12.				
13.				
14.				STAT
15.				

Complete package filed in response to DDCI & DCI

Distr●

    0 - Add
    1 - A/DDCI●●
    1 - ER
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    2 - D/Pers (1 w/held)

OP/P&C/
Revised

(20Jan

ESTABLISHMENT OF SECRETARIAL AND CLERICAL
CAREER SERVICE PANELS

DCI ACTION ITEM:

Prepare a paper to the Heads of Career Service that will require that each Career Service and Career Sub-group establish secretarial/ clerical panels. Guidelines relative to establishing such panels will include a uniform policy statement that would limit senior executive officer choice of secretaries to that group of individuals at the grade or no more than one grade level below that of the position to be filled.

DISCUSSION:

1. The establishment of formal Career Service and Career Sub-group secretarial and clerical panels is an important step toward improving the effectiveness of career development and management of a significant and essential element of the Agency's work force.

2. On the basis of consideration of the several occupational specialities within the secretarial/clerical area and the particular needs of employees within these groups, it would appear that the career management of the senior secretarial group (GS-08 and above) can best be administered by centralization at the Career Service level. In those Career Services which have established Career Sub-groups (i.e., Office level) the career management of secretaries GS-07 and below, and all other categories of clericals regardless of grade can more effectively be handled at the Career Sub-group level.

RECOMMENDATION:

That the attached memorandum be transmitted to the Heads of Career Service.